



Plumbing Contractor's Licence Application Guidelines

Enquiries about completing your application, where the information is not contained in these Guidelines, should be directed to the Plumbers Licensing Board's Licensing Officer on (08) 9282 0478.

Enquiries regarding gasfitting permits should be directed to Energy Safety on (08) 9422 5200.

1. Authorisation

To carry out water supply, sanitary and drainage plumbing work in Western Australia a person must hold either a plumbing contractor's licence or tradesperson's licence issued by the Plumbers Licensing Board. The Board issues licences under the *Water Services Licensing (Plumbers Licensing and Plumbing Standards) Regulations 2000* ("the Regulations").

A plumbing contractor's licence authorises the holder to:

- carry out the plumbing work specified on the licence;
- exercise general direction and control over the carrying out of authorised work by the holder of a tradesperson's licence; and
- supervise the carrying out of such work by an apprentice.

In accordance with the Regulations, to be eligible to obtain a plumbing contractor's licence an applicant must:

- demonstrate to the Board that they are:
 - competent in carrying out water supply, sanitary and/or drainage plumbing work; and
 - a fit and proper person to hold a licence.
- provide to the Board two (2) certified passport sized photographs.

2. Supporting Documentation

Please note: All supporting documentation is required to be either certified copies or the original documents.

2.1 Proof of Competency

To be eligible to obtain a plumbing contractor's licence you must:

- hold a Statement of Competency as a water supply plumber, sanitary plumber or drainer issued by a registered training provider or an equivalent Western Australian qualification;
Or
- hold a Certificate of Reciprocity in water supply, sanitary and/or drainage plumbing at independent certifier level;
Or
- hold a qualification recognised by the Australia-New Zealand Reciprocity Association (ANZRA) at "independent certifier" level and demonstrate that you have at least six (6) years practical experience in water supply, sanitary and/or drainage plumbing work.

If you have been licensed as a plumber in Australia or New Zealand you are eligible to obtain a Certificate of Reciprocity. A Reciprocity Certificate confirms your plumbing qualifications and eligibility to obtain a licence at independent certifier level in Australia and New Zealand. To apply for a Reciprocity Certificate you will need to contact the licensing authority responsible for the jurisdiction in which you previously held a plumbing licence.

Plumbers Licensing Board

Unit4/321 Selby Street
Osborne Park WA 6017

Postal Address:
Locked Bag 14
Cloisters Square WA 6850

Licensing Enquiries

Tel: (08) 9282 0478
Fax: (08) 9282 4387

Technical Advice

Tel: 1300 360 897

Email:

plumbers@docep.wa.gov.au

Internet:

www.plumbers.wa.gov.au

If you hold a qualification recognised at Independent Certifier Level by the Australia-New Zealand Reciprocity Association and that qualification was not obtained in Australia or New Zealand, to be eligible to obtain a plumbing contractor's licence you must:

- hold a tradesperson's licence for at least three (3) months;
- Or
- have completed to the satisfaction of the Board an approved familiarisation program in relation to plumbing work in Western Australia.

If the qualification recognised by the Australia-New Zealand Reciprocity Association is not at Independent Certifier Level to obtain a plumbing contractor's licence you will need to undertake 'advanced craft' training and obtain a statement of competency as a water supply plumber, sanitary plumber and/or drainer.

To demonstrate six (6) years practical experience, you need to provide detailed written references from previous employers stating the period of the employment together with specific examples of plumbing work that you have carried out.

If you hold a current licence in another Australian state or territory you may be entitled to apply for a licence under the *Mutual Recognition (Western Australia) Act 2001*. Refer to part three (3) of these Guidelines (page 3) for further information about applying for a licence under this Act.

Further details about competency requirements can be obtained from the Plumbers Licensing Board's Licensing Officer on (08) 9282 0478.

2.2 Re-Issue of a Licence

If you have previously held a plumbing contractor's licence issued by the Plumbers Licensing Board, or equivalent, obtained in Western Australia, you will also need to make a statement declaring the extent of plumbing activity you have been involved in since your plumbing contractor's licence (or other) expired by completing section five (5), Re-Issue of a Licence, of the application form on page six (6).

To be eligible for a licence you may be required to undertake retraining. If you are required to undertake retraining the Board's Licensing Officer will contact you.

2.3 Fit and Proper Test

To be eligible to obtain a plumbing contractor's licence, the Board must be satisfied that you are a fit and proper person to hold a licence. To enable the Board to assess your application you are required to provide:

- a National Police Certificate;
- details of any charges against you that are pending;
- details of any disqualifications from holding a licence; and
- details of two referees.

2.3.1 Police Certificate

You must provide a National Police Certificate, which is **no more than one (1) month old** at the time of lodging your application. A National Police Certificate lists a person's criminal history (if any), recorded in any state or territory of Australia **Original or Certified Copy only**.

Western Australian Applicants

If you have lived in Australia for more than two years and currently reside in Western Australia you must apply for a National Police Certificate in person at your local police station and provide suitable identification. Further information is available at www.police.wa.gov.au.

Applicants from other Australian States/Territories

If you are not currently living in Western Australia, but have been living in Australia for more than two years you can apply for a National Police Certificate in person at the police service of the state or territory in which you currently reside.

Applicants from Overseas

If you are not currently living in Australia or have been living in Australia for less than two years please contact the Licensing Officer on (08) 9282 0478 to discuss your application.

2.3.2 Charges

As part of your application you are required to provide the details of any charges that have been made against you that are pending. You are required to provide the name of the court and the state or territory in which the charge has been made as well as the nature of the alleged offence.

2.3.3 Disqualifications

You are required to provide the details of any disqualifications from holding an occupational licence that have been made against you including any suspensions of occupational licences as well as applications for occupational licence that have been refused. You are required to provide full details of all of the particulars including the name of the type of licence, the issuing authority, the date of the disqualification and the reason the licence was refused, suspended or cancelled.

2.4.4 Character References

To support your application you are required to provide the details of two referees, that have known you for at least 12 months, who can substantiate your character. It is preferable that your referees are previous employers. Prior to submitting your application, please notify your referees that they will be contacted as part of the application process. No person under the age of 18 years or a relative can be nominated as a character reference.

2.4 Provision of Photographs

To obtain your plumbing contractor's licence you will need to provide two (2) identical photographs of yourself attached to your application. The photographs must be:

- passport sized (45mm length x 35mm width);
- a full front view of your head and shoulders; and
- less than one month old at the time of submitting the application for plumbing contractor's licence.

A competent witness (refer to page 11 of this booklet for a list of competent witnesses) must complete the declaration on pages eight (8) and nine (9) as well as sign the reverse side of the photographs. You will need to ensure that you provide identification of yourself to the competent witness completing the declaration to the value of 100 points (refer to the declaration on pages eight (8) and nine (9) of this booklet for a list of documentation that can be used as identification and the point value assigned).

Please note that the quality of the photographs provided will have a direct impact on the quality of the image that will appear on your licence card. Please ensure that the photographs you provide are clear with the image focused. **Video camera, e-mailed or photocopied images will not be accepted.**

The Board may refuse to issue a licence to you if:

1. the Board is not satisfied that the photograph is a current image;
2. the photograph is unclear; or
3. the photograph would not serve its purpose if it were included as part of the licence identification card.

Photographs will remain the property of the Plumbers Licensing Board and will not be returned to applicants under any circumstance.

3. Mutual Recognition

If you are licensed at independent certifier level elsewhere in Australia and that licence is current at the time of lodgement of your application you are entitled to apply for a plumbing contractor's licence under the *Mutual Recognition (Western Australia) Act 2001*. This Act provides for the recognition of occupational licensing in other Australian states and territories.

To apply for a licence under mutual recognition laws you need to provide a **certified copy** of your current licence from the state or territory where you are licensed to carry out plumbing work. You must complete the Mutual Recognition Statutory Declaration on page ten (10) and declare it before a competent witness (refer to page 11 of this booklet for a list of competent witnesses).

When the Board has received your completed application together with all supporting documentation under the *Mutual Recognition (Western Australia) Act 2001* you are deemed to hold a plumbing contractor's licence in Western Australia until a decision about your application has been made.

If your licence issued in another state or territory is not current, you must apply to the licensing authority in that state or territory for a Certificate of Reciprocity. (see page 1, proof of competency for more information)

If you are not applying for a licence under Mutual Recognition you are not required to complete the declaration on page ten (10).

Further information about Mutual Recognition can be obtained by contacting the Plumbers Licensing Board's Licensing Officer on 9282 0478.

4. Fees

4.1 Application Fee

An application fee of **\$50.00*** is payable at the time of lodging an application for plumbing contractor's licence with the Plumbers Licensing Board.

- * Application fee is non-refundable.
- * Fees current at June 2007
- * GST is not payable

4.2 Licence Fee

The fee for a plumbing contractor's licence is \$500.

The licence fee must be paid at the time of lodging an application for plumbing contractor's licence with the Plumbers Licensing Board. If your application is unsuccessful the licence fee will automatically be refunded and posted to the address specified on the application form.

If you hold a **current Western Australian tradesperson's licence** you may be entitled to receive a refund of the licence fee proportionate to the period remaining. If you are entitled to this, the refund will be automatically processed and forwarded to you.

All licences are valid for 3 years from the date of approval.

- * Fees current at June 2007
- * GST is not payable

5. Lodging Your Application

Your application cannot be processed unless all of the relevant information and supporting documentation is provided. At the time of lodgement, your application should be complete, signed and witnessed.

Applications can be lodged by post, addressed to:

The Licensing Officer
Plumbers Licensing Board
Locked Bag 14
Cloisters Square WA 6850

You may also lodge your application in person at:

Department of Consumer and Employment Protection
Unit 4/321 Selby Street, Osborne Park WA 6017

Once your application has been determined, you will be notified of the decision in writing within 14 days.

Should you have any queries regarding your application for a plumbing contractor's licence, please contact the Board's Licensing Officer on (08) 9282 0478.



Plumbers Licensing Board Government of Western Australia

Application For Plumbing Contractor's Licence

Please refer to the Application Guidelines for assistance in completing this application form.

1. Personal Details

Surname:			
Given Name(s):			
Have you been known by any other names? Yes/No (if yes provide full details on separate page)			
Residential Address:			
		Post Code:	
Postal Address:			
		Post Code:	
Date of Birth:	/ /		
Telephone No.	Home:	Area Code ()	
	Work:	Area Code ()	
	Mobile:		
Fax:	Area Code ()		
Email:			

2. Citizenship

Are you an Australian citizen / permanent resident (please delete which ever does not apply) ☐ Yes ☐ No

If born outside of Australia, what country are you from

If born outside of Australia, what date did you arrive in Australia / /

Do you have a working visa ☐ Yes ☐ No *If you are not a permanent resident or Australian Citizen*

If you hold a working visa when does it expire? / /

3. Business/Employer Details

Business/Employer Name:			
Address:			
		Post Code:	
ABN:			

4. Proof of Competency

Please refer to part 2.1 of the Application Guidelines for further information about completing this section.

4.1 Qualifications

I am/ I am not (delete which ever does not apply) the holder of a current Tradesperson's licence (issued by the Plumbers Licensing Board) and hold:

A Statement of Competency in (please tick)	Water Supply Plumbing	☐
	Sanitary Plumbing	☐
	Drainage Plumbing	☐

OR

A Reciprocity Certificate issued by an Australian State/Territory or New Zealand at independent certifier level in (please tick)

Water Supply Plumbing	☐
Sanitary Plumbing	☐
Drainage Plumbing	☐

OR

A qualification not outlined above in water supply, sanitary and/or drainage plumbing work ☐

Please Note: Your application can not be processed unless a certified copy of your qualifications is provided.

Experience

I have at least six (6) years practical experience in water supply, sanitary and/or drainage plumbing work.

☐ Yes ☐ No

Please Note: If you do not hold a Statement of Competency issued in Western Australia or a Reciprocity Certificate, your application can not be processed unless a certified copy of your references is provided.

5. Re-Issue of a Licence

Please refer to part 2.2 of the Application Guidelines for information about completing this section.

Please Note: You only need to complete this section if you have previously held a plumbing contractor's licence issued by the Plumbers Licensing Board.

Have you been involved in carrying out plumbing work in the last five years? ☐ Yes ☐ No

If yes, please provide a statement declaring the extent of plumbing activity you have been involved in and where the work was undertaken.

Have you attended any plumbing related training courses in the last five years? ☐ Yes ☐ No

If yes, please provide the details of the course including the name of the course, the place where the course was undertaken, the dates you attended and a brief description of the training. Please also attach your confirmation of successful completion (ie certificate of attainment/participation etc).

Previous licence number (if known):

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6. Fit and Proper Test

Please refer to part 2.3 of the Application Guidelines for information about this section.

National Police Certificate

Is a National Police Certificate attached (please tick)

☐ Yes ☐ No

Please Note: Your application can not be processed unless an original or certified copy of a National Police Certificate is provided.

Charges

Are there any charges against you that are pending? (please tick)

☐ Yes ☐ No

If you answered "Yes" please provide the following details (if more than one please list):

1. Name of Court including Australian State/Territory or Country

2. Nature of alleged offence

Disqualifications

Have you ever (please tick):

1. Been disqualified from holding an occupational licence?

☐ Yes ☐ No

2. Had an application for an occupational licence refused?

☐ Yes ☐ No

3. Had an occupational licence suspended or cancelled?

☐ Yes ☐ No

If you answered yes to any of the above, please provide full details including the name of the issuing authority the date and reason for the disqualification, suspension or cancellation.

This space has been left blank intentionally.

Character References

Please provide the name and contact details of two referees that are not related to you, who can provide a character reference:

First Referee

Surname:

Given Name:

Relationship to Applicant:

Telephone No. Home:

Area Code ()

Work:

Area Code ()

Mobile:

Second Referee

Surname:

Given Name:

Relationship to Applicant:

Telephone No. Home:

Area Code ()

Work:

Area Code ()

Mobile:

Please Note: Your application can not be processed unless the details of two referees are provided.

7. Photographs

Please refer to part 2.4 of the Application Guidelines for further information about completing this section.

This Section is to be completed by a competent witness

(refer to page 11 for a list of competent witnesses)

Notes for the Competent Witness

For the purposes of identifying the person named in this application, please sight their identification listed below (which must total 100 points). Place a tick (✓) in the relevant box/es indicating the identification that has been sighted and complete the declaration below prior to certifying the two passport sized photographs.

The back of both photographs will need to be signed by the competent witness and certified with the words:

"This is a true photograph of (applicant's name in full)".

Only original documents or certified copies are to be accepted as proof of identity.

Group A (each document produced is worth 70 points)

- ☐ A fully certified birth certificate (or copy certified by a Justice of the Peace).
- ☐ A current passport.
- ☐ An Australian citizenship certificate.

*Insert
Photo Here*

*Insert
Photo Here*

Group B (each document produced is worth **40 points**)

- ☐ A drivers licence or other current licence issued under Australian legislation, please specify:
- ☐ Photographic identification issued by a Government authority ie public service employee identification card or student identification card issued by an Australian educational institution etc, please specify:

Group C (each document produced is worth **25 points**)

- ☐ Official correspondence addressed to the applicant ie public utility account, rates notice, bank statement etc.
- ☐ Visa or other credit card.
- ☐ Any other document which in the opinion of the person to whom it is produced, provides similar verification of the applicants identity, please specify:

Declaration

I, , have sighted the identification documents indicated above and photographs in relation to (applicants name).

Signature of Competent Witness Date: / /

Qualification of Person verifying identity (eg JP, Police Officer etc):

8. Authority To Release Personal Information

I of
(name of applicant)

(current residential address)

being an applicant for a plumbing contractor's licence under the *Water Services Licensing Act 1995* authorise the Plumbers Licensing Board, or persons directed by the Board, to make such further inquiries as it deems necessary, to assess my suitability and fitness to hold a licence. My general consent includes specifically authorising the Board, or persons directed by the Board, to obtain on my behalf:

- copies of my current and historical criminal records, traffic convictions and fines/suspensions;
- copies of a court transcript of any court matter in which I have been a party to proceedings;
- copies of any statement of fact in any criminal proceedings that I have been a party to;
- historical records of my licence applications, disqualifications or suspensions in WA or in any other state, territory or country; and/or
- any other document or file that may be necessary to assist the Board with its assessment of my application.

I acknowledge that the Board can use any or all of the information or documentation it receives pursuant to this authority for the purpose of assessing my application.

Applicant's signature: Date: / /

Declaration

I declare that the particulars given in this application are true and correct and undertake to comply with all regulations and by-laws applicable to the plumbing industry in Western Australia.

Applicant's signature: Date: / /

Witness's signature:

Witness's name, position and contact details:

9. Mutual Recognition

Please refer to part 3 of the Application Guidelines for further information about completing this section.

THIS SECTION IS ONLY TO BE COMPLETED BY APPLICANTS WHO HOLD A CURRENT LICENCE ISSUED IN ANOTHER AUSTRALIAN STATE OR TERRITORY

Notice for Purposes of Mutual Recognition

Statutory Declaration

I, (full name)

sincerely declare as follows:

I am registered/licensed in

(first State/Territory of Australia) as a water supply plumber, sanitary plumber or drainage plumber or equivalent occupation (please specify):

Licence No

Date Issued

/ /

, and seek licensing in Western Australia under the provisions of the *Mutual Recognition (Western Australia) Act 2001*.

I do / I do not (please delete whichever does not apply) hold a registration / licence in another Australian State or Territory as a water supply plumber, sanitary plumber or drainage plumber or equivalent in addition to the registration / licence stated above (please specify):

State/Territory	Licence Type	Special Conditions

I have attached either the original or a copy of the original of the instrument evidencing water supply plumber, sanitary plumber, drainage plumber or equivalent occupational licence issued by another State or Territory and certify that it is a complete and accurate copy of the original.

I am / I am not (please delete whichever does not apply) the subject of disciplinary proceedings in any State or Territory (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to my licence(s) as a plumber or equivalent occupation.

My licence in any State or Territory is not cancelled or currently suspended as a result of disciplinary action.

I am / I am not (please delete whichever does not apply) otherwise personally prohibited from working as a water supply plumber, sanitary plumber, drainage plumber or equivalent occupation, as a result of criminal, civil or disciplinary proceedings in any State or Territory.

I consent to the making of enquiries, and the exchange of information with, the authorities of any State or Territory regarding my activities as a water supply plumber, sanitary plumber, drainage plumber or equivalent occupation or otherwise regarding matters relevant to this notice.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in material particular. This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at:

on

Applicants Signature:

in the presence of

Signature of Authorised Witness:

Name and qualification of authorised witness:

10. Attachments Checklist

An incomplete application form or application form that is lodged without the necessary supporting documents will not be processed. Have you attached:

- ☐ certified copies of your plumbing qualifications
- ☐ certified copies of your work experience references from previous employers (if required)
- ☐ a National Police Certificate or certified copy
- ☐ two certified, passport sized photographs

Please post your completed application together with payment of the application and licence fees to:

Plumbers Licensing Board
Locked Bag 14
Cloisters Square WA 6850

or deliver to

Plumbers Licensing Board
Unit 4/321 Selby Street
Osborne Park WA 6017

Telephone enquiries should be directed to the Licensing Officer on (08) 9282 0478.

Competent Witnesses

The following are persons who may witness Statutory Declarations as well as certify copies of original documents pursuant to the *Oaths, Affidavits and Statutory Declarations Act 2005* in Western Australia.

1. Academic (post-secondary institution)
2. Accountant
3. Architect
4. Australian Consular Officer
5. Australian Diplomatic Officer
6. Bailiff, Tribunal Officer, Sheriff or Deputy Sheriff
7. Bank Manager
8. Chartered Secretary
9. Company Auditor or Liquidator
10. Chemist, Chiropractor, Dentist, Doctor, Nurse, Optometrist, Physiotherapist, Podiatrist, Psychologist
11. Engineer
12. Industrial Organisation Secretary
13. Insurance Broker
14. Justice of the Peace
15. Lawyer
16. Local Government CEO or Deputy CEO or Local Government Councillor
17. Loss adjuster
18. Marriage Celebrant or Minister of Religion
19. Member of Parliament
20. Patent Attorney
21. Post Office Manager
22. Public Notary
23. Public Servant (Commonwealth or State), Teacher, Defence Force Officer, Police Officer or Court Officer
24. Real Estate Agent or Settlement Agent
25. Surveyor
26. Veterinary Surgeon

Or any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

No person under eighteen years of age may be a competent witness.



Plumbers Licensing Board
Government of **Western Australia**

